




STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
MAY 2004  
OPEN COMPETITIVE  
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Classification/Compensation Analyst 3 (A)	73707	\$16.84 - \$26.63	\$2737 - \$4327	\$32,844 - \$51,924
Classification/Compensation Analyst 4 (A)	73708	\$17.61 - \$27.83	\$2862 - \$4522	\$34,344 - \$54,264
Eligibility Clerk (M)	06115	\$ 7.86 - \$12.81	\$1278 - \$2081	\$15,336 - \$24,972
Firefighter 1 (H)	38421	\$ 9.78 - \$15.67	\$1590 - \$2546	\$19,080 - \$30,552
Forester-Assistant State (G)	77778	\$19.80 - \$31.76	\$3217 - \$5161	\$38,604 - \$61,932

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective May 27, 2004.
  - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
  - C - Register will be ABOLISHED and REESTABLISHED effective.
  - D - Job classification will be ABOLISHED effective.
  - E - Job classification will have a TITLE CHANGE effective.
  - F - Job classification will have a change in SALARY effective.
  - G - Job classification will be converting from CAREER SERVICE to CAREER SERVICE and EXECUTIVE SERVICE effective May 27, 2004.
  - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
  - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
  - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective May 24, 2004.
  - K - Job classification will be converting from CAREER SERVICE and EXECUTIVE SERVICE to EXECUTIVE SERVICE effective. Register will be abolished.
  - L - Monthly classification announcement correction. Job classifications converted from daily to program status effective.
  - M - A new NON-COMPETITIVE job classification will be ESTABLISHED effective May 27, 2004.

 Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## **POLICY OF NON-DISCRIMINATION !!**

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## **!! SPECIAL NOTICE !!**

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

**ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## **!! VETERANS PREFERENCE !!**

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

**CLASSIFICATION/COMPENSATION ANALYST 3**

**SUMMARY:** Under general supervision, performs professional classification/compensation analytic work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the third class in the Classification/Compensation Analyst sub-series. An employee in this class functions very independently in performing a variety of complex and difficult classification and compensation duties. This work involves: evaluating position action requests; conducting position audits; conducting complex classification studies; determining class compensation; preparing cost projections; writing class specifications, and conducting and completing salary surveys. This class differs from Classification/Compensation Analyst 2 in that incumbents of the latter function at the working level with a lesser degree of independence and perform analytic duties of lesser scope and complexity. This class differs from Classification/Compensation Analyst 4 in that an incumbent of the latter functions at the lead level on a regular basis.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional classification/compensation analytic work; qualifying full-time professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years; additional graduate coursework in personnel administration or other related acceptable field may be substituted for the required experience on a year-for-year basis to a maximum of one year.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.



**CLASSIFICATION/COMPENSATION ANALYST 4**

**SUMMARY:** Under general supervision, performs professional classification/compensation analytic work of considerable difficulty and lead work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead class in the Classification/Compensation Analyst sub-series. An employee in this class leads subordinate staff in conducting complex classification and compensation studies affecting multiple agencies. This work involves developing plans for conducting and implementing studies, coordinating staff in gathering information necessary to evaluate classification and compensation actions, and overseeing study implementation. An employee also assists supervisors in planning, coordinating, and reviewing staff work on specific division projects and assists in training new analysts. This class differs from Classification/Compensation Analyst 3 in that incumbents of the latter conduct complex classification and compensation studies without responsibility for leading others on a regular basis. This class differs from Personnel Manager classes in that incumbents of the latter manage personnel office activities and operations and may supervise incumbents of this class.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional classification and compensation analytic work. Qualifying full-time professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years; additional graduate coursework in personnel administration or other related acceptable field may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**ELIGIBILITY CLERK**

**SUMMARY:** Under immediate supervision, performs eligibility-related clerical work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs eligibility-related clerical duties which follow prescribed and well-established procedures. Detailed instructions and close supervision are given at the beginning of work and on subsequent new assignments; however, after employees become familiar with particular procedures, they usually work with relative independence. Work involving more varied tasks is given closer supervision than that which is repetitive in nature, although work is normally reviewed or verified upon completion. Assignments may require incidental operation of typewriters and other equipment where conditions of work do not necessitate previous training in their use. This class differs from Eligibility Assistant in that an incumbent of the latter works under general supervision in the performance of tasks which demand greater latitude of judgment and which are of a more responsible and difficult nature.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school or GED.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Noncompetitive selection for Career Service positions.

---

**FIREFIGHTER 1**

**SUMMARY:** Under general supervision, is responsible for firefighting duties of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working class in the Firefighter sub-series. An employee in this class is responsible for fighting fires at an air national guard base and may be required to work 24-hour shifts or other incremental shift work to meet mission requirements as determined by supervisory personnel. This class differs from Firefighter 2 in that an incumbent of the latter functions in a lead capacity.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and current certification accredited by the International Fire Service Accreditation Congress or the National Board on Fire Service Professional Qualifications in all of the following: Fire Fighter II, Hazardous Materials-Operations, and Airport Fire Fighter.

**Necessary Special Qualifications:**

1. Possess a valid motor vehicle operator's license.
2. Must be eligible to receive a security clearance of SECRET, as required by appropriate regulations.
3. Must pass a medical examination by a licensed physician so that physical condition is sufficient to perform all assigned duties.
4. Must pass a physical fitness and agility examination to demonstrate that physical condition is sufficient to perform all assigned duties.
5. Must be willing and eligible to complete the required Air National Guard Fire Protection Program Certifications consistent with the duties of this job classification.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## **FORESTER-ASSISTANT STATE**

**SUMMARY:** Under general supervision, is responsible for administrative and managerial work of average difficulty in assisting in the direction of the forestry division of the Department of Agriculture; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class assists in planning, organizing and directing the activities of the forestry division of the Department of Agriculture. This class supervises and differs from Forestry Management Administrator in that an incumbent of the latter administers a statewide forestry management program. This class reports to and differs from Forester-State in that the incumbent of the latter exercises full direction over all division activities.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in forestry and experience equivalent to five years of full-time professional forestry work, including at least, three years of either supervisory, administrative and/or forestry program development work.

**Substitution of Education for Experience:** Graduate course work received from an accredited college or university in forestry may substitute for the required experience on a month-for-month basis to a maximum of two years, there being no substitution for the required supervisory, administrative, or forestry program development work (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.